



## Program Manager Job Description

### About the Clean Energy Transition Institute

Founded in 2018, the [Clean Energy Transition Institute](https://www.cleanenergytransition.org/) is an independent, nonpartisan nonprofit organization working to accelerate the transition to a clean energy economy in the Northwest by advancing deep decarbonization strategies. We provide unbiased research and analysis to guide climate and energy policy and a neutral platform to help diverse stakeholders debate and resolve the trade-offs associated with deep decarbonization.

### Why Join the Clean Energy Transition Institute?

The Institute is relatively new, but its Executive Director and Board of Directors have longstanding engagement in climate and clean energy. We recently won a Washington State contract to provide technical assistance with developing the state's decarbonization policies for the next 30 years. The Institute has [received funding](#) from the Stolte Family Foundation, the Seattle Foundation, and the Bullitt Foundation, as well as numerous individuals.

We believe that the transition to a clean energy economy is region-specific and the Northwest states (Idaho, Montana, Oregon, and Washington) are primed to lead the change. As one of the early members of the Institute, you would have an important role in focusing its direction and managing its crucial, early projects. In our small group, we make decisions rapidly, and entrepreneurial zeal is rewarded. You will report directly to the Executive Director.

For an example of our initial work, please see our website and read about our [success in 2019](#). If you want to be part of leading the transition to a clean energy economy in the Northwest, the Institute may be the place for you.

### About this Position

The Program Manager will be responsible for ensuring that the Institute's projects are carefully planned and completed in a timely fashion within budget. Initial projects include managing the Washington state contract to provide technical support for the State's 2021 Energy Strategy.

The Program Manager will oversee the execution of tasks to deliverables; monitor progress to milestones and against budget allocations; troubleshoot issues with team members; and inform stakeholders of developments and progress throughout the project.

### The Desired Candidate

We seek a Program Manager committed to a rapid and equitable clean energy transition in the Northwest, who is a self-starter; highly organized with excellent analytical skills; has a keen attention to detail; and is capable of managing a wide range of talents to accomplish complex projects. The Institute is a young organization that is expanding rapidly so a successful Program Director will be flexible, resourceful, and able to grow and learn with the team.

## Required Skills and Qualifications

We are looking for candidates with demonstrated project management ability: hitting schedules and budgets; communicating with different groups; multitasking ability; and strong verbal and writing skills. For this position, we particularly value:

- Demonstrated experience with creating the initial structure, scope, milestones, and measurables for complex projects
- Skill managing resources and communicating with team members efficiently
- Comfort making decisions quickly and executing efficiently
- Desire to contribute to developing the Institute's working culture
- Strong interpersonal skills and enthusiasm for working with diverse communities
- Independence, creativity, and problem-solving skills
- A minimum of five years of experience in program or project development or related professional experience with a preference for experience in the energy sector or clean energy projects, programs, systems, and/or policy
- Ability to think innovatively and strategically about, and participate in, advancing the Institute's long-term goals and development using an equity lens
- Strong familiarity with project management software tools, methodologies, and best practices; strong working knowledge of Microsoft Office, Teams, SharePoint, and OneDrive
- Familiarity with executing state contracts a plus, but not required
- Bachelor's degree required.

## Essential Functions and Specific Responsibilities

- Develop and manage detailed project schedules
- Track project costs to meet budget
- Manage relationships with contractors
- Use industry best practices, techniques, and standards throughout project execution

## Equal Opportunity

We do not discriminate against any applicant for employment because of race, religion, creed, color, sex, marital status, sexual orientation, gender identity or expression, age, political ideology, ancestry, national origin, citizenship status, disability, veteran status, or medical condition.

## Compensation

This is a competitive, full-time position, with compensation commensurate with the job requirements and the candidate's experience.

## How to Apply

Please email your resume, cover letter, and writing sample assembled in a single PDF and labeled with your name to [info@cleanenergytransition.org](mailto:info@cleanenergytransition.org). Your electronic cover letter should be addressed to Eileen V. Quigley, Executive Director, Clean Energy Transition Institute, 4616 25<sup>th</sup> Avenue NE, #416, Seattle, WA 98105. **Application Deadline is April 1, 2020**